

## **DEPARTMENTAL BUDGET INFORMATION 36TH DISTRICT COURT (60)**

### **MISSION**

The mission of the 36<sup>th</sup> District Court is to administer justice with fairness, equality and integrity, resolve matters before the court in a timely manner with trained and motivated staff, and provide courteous and prompt service in a manner that inspires public trust and confidence.

### **DESCRIPTION**

The 36<sup>th</sup> District Court is a limited jurisdiction court serving the City of Detroit. The court has exclusive jurisdiction in all litigation up to \$25,000 and handles small claims and landlord/tenant proceedings. The 36<sup>th</sup> District Court handles a large volume of civil infraction traffic violations, drunk driving, misdemeanor and felony arraignments, and some parking violations, among various other court responsibilities. Criminal jurisdiction includes all misdemeanor criminal offenses and preliminary examination of felony offenses. Annual case filings exceed 450,000, the majority of which are handled in the Traffic and Ordinance Division. Michigan's largest limited jurisdiction court, the 36<sup>th</sup> District Court has 31 judges, 6 magistrates, and approximately 464 employees at a single location in downtown Detroit. The 36<sup>th</sup> District Court is one of the busiest courts in the nation. On a monthly basis more than 160,000 citizens conduct business at the court and in excess of 65,000 telephone inquiries are received.

### **MAJOR INITIATIVES**

In the Fiscal Year 2003-04 the 36<sup>th</sup> District Court will be closed one day every two weeks. Court services will continue as normal on the days the Court is not closed, and services that are required to meet legal

and statutory requirements will be available when the Court is closed.

The 36<sup>th</sup> District Court will continue with the implementation of its strategic plan, called "The Direction for Change, 36<sup>th</sup> District Court, 2005 Strategic Plan". The primary focus of the court is on updating and improving technology, putting court procedures on a website to allow for electronic filings, and reviewing, reengineering and streamlining work processes.

Technology within the court has to be update and improved in order to keep up with the added workload. This year, the Court will focus on the design and implementation of the Judicial Information System (JIS). This system is used by most of the other courts in the state, and its implementation was mandated by the state court. Upon completion of the project, the new system will be compatible with other courts in the state. And, the 36<sup>th</sup> District Court will recognize several operational efficiencies.

The court will continue to provide free legal support to indigent individuals who commit misdemeanor offenses. Funding has been provided to pay for services provided by a legal services group to represent these individuals who otherwise would have financial constraints to support themselves.

### **PLANNING FOR THE FUTURE**

In order to continue to provide prompt service delivery to our customers, the court will continue to recruit and maintain the highest quality staff and provide training, technology, resources and support to meet

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the needs of internal and external customers. The court is also working on providing electronic case filing and access to court information by establishing additional kiosks, internet access, and an interactive voice response system.

To improve access to the court, the focus will be on the development of language aids to assist the public with court procedures. We plan to put court procedures on a website and allow for electronic filings. Court hours have been extended on Wednesdays until 6:30 p.m. to allow citizens to pay tickets after the normal time of 4:30 p.m.

The court is committed to reviewing and eliminating procedural access barriers. A task force was established to study parking for employees and the public. A consultant was contracted to assist the court in the reengineering of some processes and procedures.

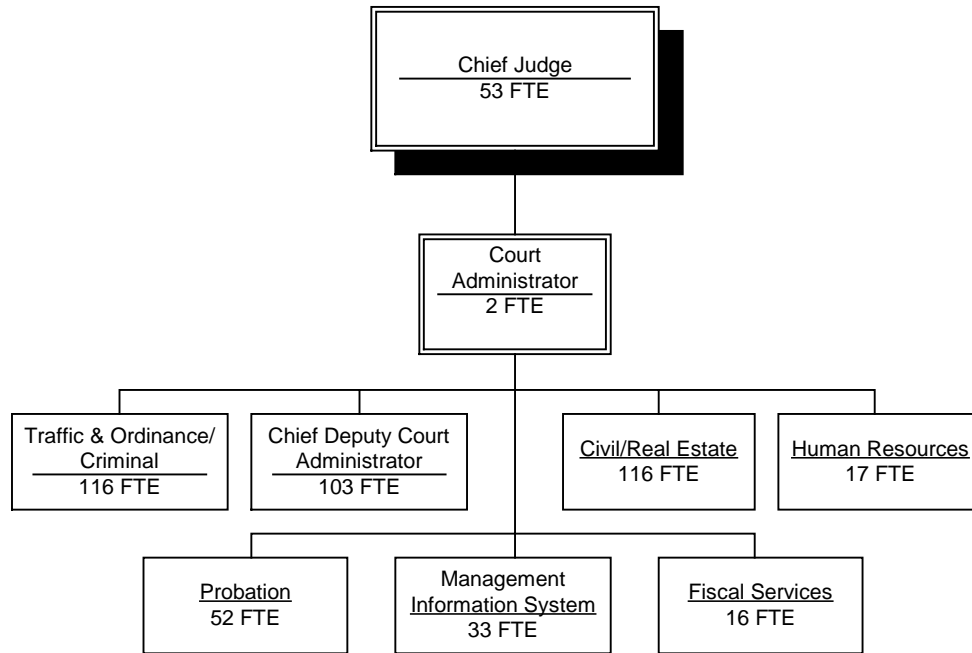
To enhance external relations and public outreach, awareness, and education, the 36<sup>th</sup> District Court will evaluate the present

automated telephone system, make necessary improvements and provide training to staff. The court will explore and implement more effective ways of handling customer concerns. The court will also designate representatives within the organization to attend community group meetings to exchange ideas and information. The college internship program within the court will be formalized and expanded.

In order to secure internal commitment to and alignment around a common long-term direction, a mentoring program will be established within the court. This program will assist lower level staff in their mobility to upper levels of the organization.

Improving the organizational work culture/environment is an important goal of the court. Under this project, the court will train staff on project management, supervision, technology, and teambuilding/teamwork techniques. The court will continue to strive for the development and implementation of fair and objective hiring/promotional practices to avoid the perception of favoritism.

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**PERFORMANCE GOALS, MEASURES AND TARGETS**

<b>Goals: Measures</b>	<b>2001-02 Actual</b>	<b>2002-03 Projection</b>	<b>2003-04 Target</b>
Criminal Division:			
Felony	13,974	11,805	12,100
Misdemeanor	96,702	124,850	125,700
Civil Infractions	262	150	160
Traffic and Ordinance:			
Misdemeanor	59,330	72,650	74,000
Civil Infractions	178,791	141,520	147,100
Operating under the Influence of Liquor (OUI/OWI)	2,812	3,765	3,850
Civil Division:			
General	39,526	49,275	59,200
Small Claims	4,808	5,085	5,300
Real Estate	38,743	41,600	44,100
Total Cases	434,948	450,700	471,510

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**EXPENDITURES**

	2001-02		2002-03	2003-04	Variance	Variance
	Actual		Redbook	Mayor's		
	Expense			Budget Rec		Percent
Salary & Wages	\$ 21,030,047	\$	22,030,392	\$ 19,990,063	(2,040,329)	-9%
Employee Benefits	7,534,470		10,276,485	8,883,233	(1,393,252)	-14%
Prof/Contractual	4,159,645		4,291,914	3,641,277	(650,637)	-15%
Operating Supplies	1,265,978		803,700	1,012,960	209,260	26%
Operating Services	10,540,430		11,359,447	12,021,723	662,276	6%
Capital Equipment	398,376		232,026	1,065,688	833,662	359%
Capital Outlays	477,130		-	-	-	0%
Other Expenses	994,051		893,483	852,053	(41,430)	-5%
<b>TOTAL</b>	<b>\$ 46,400,127</b>	<b>\$</b>	<b>49,887,447</b>	<b>\$ 47,466,997</b>	<b>\$ (2,420,450)</b>	<b>-5%</b>
<b>POSITIONS</b>	<b>467</b>		<b>508</b>	<b>508</b>	<b>-</b>	<b>0%</b>

**REVENUES**

	2001-02		2002-03	2003-04	Variance	Variance
	Actual		Redbook	Mayor's		
	Revenue			Budget Rec		Percent
Fines/Forfeits/Penalties	\$ 11,996,430	\$	9,570,000	\$ 9,890,000	\$ 320,000	3%
Grants/Shared Taxes	1,760,346		711,455	726,072	14,617	2%
Sales & Charges	14,735,165		7,522,444	7,947,444	425,000	6%
<b>TOTAL</b>	<b>\$ 28,491,941</b>	<b>\$</b>	<b>17,803,899</b>	<b>\$ 18,563,516</b>	<b>\$ 759,617</b>	<b>4%</b>

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